



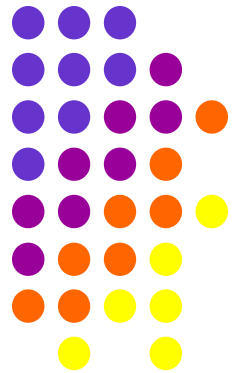
ARIZONA DEPARTMENT OF JUVENILE CORRECTIONS  
Safer Communities Through Successful Youth

# Youth Handbook

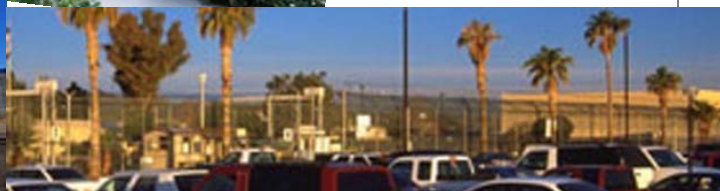
## Visitation Mail

## Phone

## Cells



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## IMPORTANT INFORMATION

My Name \_\_\_\_\_

K # \_\_\_\_\_

RAC YPO III/Case Manager's Name \_\_\_\_\_

RAC Case Manager's Number \_\_\_\_\_

RAC YPS/Housing Unit Manager's Name \_\_\_\_\_

RAC Housing Unit Manager's Number \_\_\_\_\_

YPO III/Case Manager's Name \_\_\_\_\_

Case Manager's Number \_\_\_\_\_

YPS/Housing Unit Manager's Name \_\_\_\_\_

Housing Unit Manager's Number \_\_\_\_\_

Parole Officer's Name \_\_\_\_\_

Parole Officer Number \_\_\_\_\_

Juvenile Ombud's Name \_\_\_\_\_

Juvenile Ombud's Number \_\_\_\_\_

Visitation Day/Time \_\_\_\_\_

Phone Call/Time \_\_\_\_\_

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# Welcome



Welcome to the Arizona Department of Juvenile Corrections (ADJC). You are starting your stay with ADJC in Secure Care, which is a locked facility. After you finish your stay in a Secure Care facility, you will go back out into the Community and be on parole.

The judge has set a specific sentence (time) that you must stay in Secure Care, including a Minimum Release Date (MRD). It is important that you actively participate in your treatment. You are the one that needs to be positive, improve your behavior and follow the expectations (rules). By doing this you will earn the opportunity to return to the Community on your MRD. However, ADJC does not have to release you on your MRD. If you are disruptive to the safety of the facility and/or don't work on your problems, you will stay in Secure Care. ADJC can hold you in Secure Care until you turn 18 years of age.

## What can this Youth Handbook do for me?

You should use this Youth Handbook to help answer questions about your stay in Secure Care and as a guide to help you successfully transition from Secure Care into the Community. This handbook will be discussed during your Orientation process.

# While You are With ADJC

## You have the right...

- **To be protected from physical and psychological harm.** This means you should not be picked on or abused by staff or other juveniles.
- **To food, clothing, shelter, and medical and dental care while you are at ADJC.**
- **To have all treatment decisions made with your needs in mind.**
- **To speak your own language at any time,** except during classroom discussion, organized activities (such as group), or in answer to a staff member who does not understand your language.
- **To have an interpreter to help you communicate,** as needed.
- **To not have food or sleep taken away from you as punishment or part of treatment.**
- **To not be discriminated against for any reason.**

### Message from the Director

After considering all options, a serious decision was made by the Juvenile Court to commit you to the Arizona Department of Juvenile Corrections (ADJC). Therefore, our agency must responsibly work with you to achieve significant improvement in your behavior so that you can return to your home and Community. We are dedicated to your success and expect that you commit yourself to the treatment and education that we provide. The Youth Handbook will introduce you to the programs and expectations of our agency. Should you have any questions, feel free to ask staff. Remember, if you stay focused and work hard, you will definitely achieve your goals.

Director Branham

### ADJC

#### Mission Statement

The Arizona Department of Juvenile Corrections enhances public protection by changing the delinquent thinking and behaviors of juvenile offenders committed to the Department.

# Youth Expectations (Rules)

## You have the right...

- To be informed of any rules or policies that might affect you while you are in our custody.
- To express yourself verbally and non-verbally, as long as your expressions and gestures are appropriate and do not interfere with the safe and orderly operation of the programming at your institution.



**ADJC has ten basic Expectations (Rules).** Following these expectations will allow you to receive privileges and be released on your MRD. They are:

1. Follow all staff directions. When in doubt, ask staff for clarification.
2. Maintain the safety of your Community. To hurt or threaten others is unacceptable and illegal.
3. Respect the property of others:
  - Stealing or damaging property is unacceptable and illegal.
  - Loaning, borrowing, or trading property is not allowed.
4. Communicate respectfully to everyone:
  - The use of profanity, gang behavior, or disrespectful body language is not allowed.
5. Keep yourself, your room and other areas neat, clean and ready for inspection. Only items on the approved list can be kept in your room and with permission, on your person.
6. Remain in your assigned area:
  - Entering another youth's room is prohibited.
  - Visit with other youth only in designated areas.
  - Do not leave your assigned area without permission.
7. Accept constructive feedback positively. If you have a problem, ask staff for assistance.
8. Take responsibility for your Continuous Case Plan and participate actively and positively in all programming.
9. Possess only approved items.
10. Move in an orderly way per staff instructions.

## EXPECTATIONS (RULES)

Follow directions

Maintain safety

Respect property of others

Respect others

Keep things neat and clean

Remain in your assigned area

Accept constructive feedback

Take responsibility for your Continuous Case Plan

Keep only approved items

Move in an orderly way

It is important to remember that staff are available to help you in following the above expectations, but ultimately you are responsible for your own behavior. If you choose to violate ADJC's expectations, there will be a consequence for your behavior. **These consequences may include loss of privileges, a stay beyond your MRD, fines, referrals to the County Attorney, and a transfer to adult court with adult charges.**

**ADJC WILL NOT TOLERATE THE ASSAULT OR ABUSE  
OF OTHER JUVENILES OR STAFF.**

# Things You Need To Know

## What happens to my stuff?

When you arrived at the facility, your clothes and other personal belongings were sealed in a box, and you should have been given a receipt for the items. This box will be given to your parent(s) or legal guardian(s) when they visit you.



## How do I need to dress?

You are required to follow the juvenile dress code. For normal programming and recreation you are expected to wear shorts or pants (seasonal) fitted at the waist (no sagging); your shirt is to be worn right-side out, tucked in and sleeves unrolled; socks; and shoes appropriately secured. In general, your clothing is to be neat and clean. Your clothing may never be altered, which means no tearing, cutting, or writing on your clothing. You may only wear one layer of clothing (with the exception of winter months when you are allowed to wear a sweatshirt over your T-shirt). When you are going to and from the shower you are expected to wear shorts, T-shirt, and shower shoes.

## How do I get clothing and personal items?

You will be given a basic set of state-issued clothing upon your arrival to Reception, Assessment & Classification (RAC) and the rest of your clothes will be ordered when you arrive at your assigned Housing Unit. When clothes are ripped, torn or worn, they will be replaced upon request. Notify your Youth Program Officer III (YPO III)/Case Manager or Youth Program Supervisor (YPS)/Housing Unit Manager that you need replacement clothes, and the items will be ordered.

### CLOTHING/ PROPERTY YOU WILL RECEIVE FROM ADJC

- ✓ 5 pairs of pants
- ✓ 1 pair of sweat pants
- ✓ 4 shirts
- ✓ 5 pairs of socks – ankle length only
- ✓ 1 pair of shoes
- ✓ 1 pair of shower shoes
- ✓ 7 pairs of underwear
- ✓ 2 pairs of shorts
- ✓ 1 towel
- ✓ 1 wash cloth
- ✓ 2 sheets
- ✓ 2 blankets

### Girls

- ✓ 1 Nightgown
- ✓ 5 Bras

### YPO III/CASE MANAGER

The “Go to Person” in the Housing Unit.

### YPS/ HOUSING UNIT MANAGER

Supervises the staff and unit operation.



# Property

## You have the right...

- **To keep and use personal possessions.** However, you will not be able to have items that endanger the safety of others, disrupt programs and/or activities, or encourage delinquent values/behavior.

### Personal hygiene items you will be issued include:

1 tooth brush  
1 tube of toothpaste  
1 bottle of shampoo

1 bottle of conditioner  
1 deodorant

1 comb/brush  
1 roll of toilet paper

1 bar of soap  
2 hair ties (female only)

### Personal Items

1 Holy Scripture  
2 pictures



2 other books  
5 letters

## Things you **CANNOT** have include:

- Anything that is a crime to possess under the law such as tobacco, inhalants, drugs, narcotics paraphernalia, and alcohol;
- Items that can be used or made into weapons;
- Pictures that show nudity or sexual acts;
- Posters, books, or clothing that contain or promote illegal activities;
- Cash;
- Anything that has been altered from its original form is considered contraband, for example, sheets that have been knotted, holes in shirts, etc.

### PERSONAL HYGIENE

- ✓ 1 tooth brush
- ✓ 1 tube toothpaste
- ✓ 1 bottle shampoo
- ✓ 1 bottle conditioner
- ✓ 1 deodorant
- ✓ 1 comb/brush
- ✓ 1 roll toilet paper
- ✓ 1 bar of soap
- ✓ 2 hair ties

### PERSONAL ITEMS

- ✓ 1 Holy Scripture
- ✓ 2 other books
- ✓ 2 pictures
- ✓ 5 letters

### CONTRABAND

Any item possessed by a juvenile or found within Secure Care that is illegal by law or prohibited by ADJC Policy.

"Extra" clothes or personal items are not allowed. These "extra" items are considered contraband. Extra items will be taken away and consequences may be given to you. You are also not allowed to trade, give away, or "loan" clothing or personal items to other juveniles.

# Visitation

## You have the right...

- **To receive approved visitors.** You may refuse to see a visitor however, you may not refuse to see law enforcement officers and/or ADJC investigators. You may however, refuse to talk to them.

## Who can visit me?

We know that most of you look forward to having your family visit. During your stay at RAC your visitation is limited to only Parent(s) or Legal Guardian(s). Once you are in your Housing Unit, you may be visited by Parent(s) or Legal Guardian(s), Grandparents, Brothers, Sisters, Aunts, Uncles, or other persons who are significant to you. To determine your approved visitor list talk with your YPO III/Case Manager.



Visitors **may** bring home-made, store bought, or retail factory sealed food items for juveniles who have earned this privilege. All drinks must be in factory sealed containers. All food items and beverages must be consumed during visitation or taken out by the visitor. No food items or drinks are allowed to be taken to the Housing Unit by juveniles or staff.

Items **not** allowed to be brought in:

- NO glass containers or aluminum cans.
- Personal property, letters, cards, or pictures will **NOT** be accepted or allowed in during visiting hours.
- Weapons, tobacco products, alcohol, and illegal drugs.

Please don't ask your visitors to bring in anything that is considered contraband. If they are caught bringing in contraband, their visitation could be stopped and they could be arrested and prosecuted. Bringing contraband into a Secure Care Facility is a Class 2 Felony.

### WHO CAN VISIT ME?

#### ✓ While in RAC

- ♦ Parent(s)
- ♦ Legal Guardian(s)

#### ✓ While in Housing Unit

- ♦ Parent(s)
- ♦ Legal Guardian(s)
- ♦ Grandparents
- ♦ Brothers/Sisters
- ♦ Aunts/Uncles
- ♦ Other persons significant to you

# Telephone Calls

## You have the right...

- **To have access to make and receive phone calls.** Staff will monitor your behavior during calls.

You will be able to make phone calls to your family on an assigned day and time each week. You will be able to make more than one call as a privilege for earning your levels.

If you have an emergency or need to speak with your family, contact your YPO III/Case Manager. Calls to/from CPS, personal lawyers, or Parole Officers, are legal calls and do not count as your weekly calls.





# Mail

## You have the right...

- **To receive and send mail.** However, some restrictions could apply such as:
  - if the court orders a restriction;
  - if parents of children receiving mail from you don't want that to happen; or
  - if you try to contact victims.**There may be consequences if you violate these restrictions.**
- **To private mail.** Staff must check mail for contraband but will not generally read your mail.

**This is the information you need to have on your envelope**

**Your Name and K#**  
**Name of Facility and Housing Unit**  
**Street Number and Street Name**  
**City, State, Zip Code**

**Person's Name**  
**House Number and Street Name**  
**Apartment Number (if applicable)**  
**City, State, Zip Code**



Incoming and outgoing mail must have your name, K#, Housing Unit, and return address on the envelope. Mail can not have sexual remarks or pictures, profanity, gang-related material, or references to delinquent activities (weapons or drugs for example) either in the letter or on the envelope. Staff must keep a log of all correspondence. You should receive your mail within 24 hours of it being received at the facility.

# Meal Time

Healthy meals are prepared, and served cafeteria style by staff and juvenile workers at each secure facility. Special menus are allowed for religious or medical reasons, if approved by the Chaplain and/or physician.



## SECURE CARE FACILITIES

### Adobe Mountain School

2800 W. Pinnacle  
Peak Road  
Phoenix, AZ 85027  
(623) 869-9050

### Black Canyon School

24601 N. 29th Avenue  
Phoenix, AZ 85027  
(623) 780-1303

### Catalina Mountain School

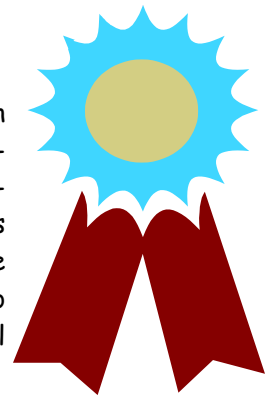
14500 N. Oracle Road  
Tucson, AZ 85738  
(520) 818-3484

### Eagle Point School

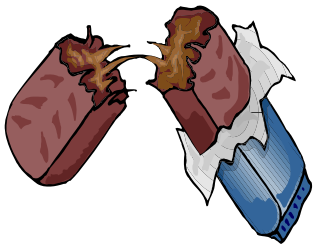
26701 S. State Route 85  
Buckeye, AZ 85326  
(623) 386-8000

# Level System

While you are in Secure Care, you will be evaluated on your behavior and Continuous Case Plan progress by staff every day. This is called the Level System. Right now you are on Orientation, but if you behave appropriately and show progress in meeting your education and treatment goals, you will be able to move up the different Levels. With moving up Levels comes privileges, such as extra phone calls, visits, and Canteen. This is important, but even more important is that it moves you closer to meeting your Continuous Case Plan expectations so that you can be released to the Community. Staff in RAC will teach you all about the Level System.



## Canteen



The canteen is a place where you are able to buy hygiene items, soda, and snack items such as candy bars and chips. Visiting the Canteen is an earned privilege. You are able to earn money in Secure Care while you work. Part of the money you earn working may be spent in the Canteen. In addition to earning money your parents are also able to send in money by using a Money Order. The money you earn working plus any money your parents send in will be deposited into your account at the facility Business Office and you will be given a receipt. Remember, you are not allowed to have cash on you.

## Contraband

You are not allowed to have contraband. The following contraband is considered a Class 2 Felony:

- Deadly weapons
- Dangerous instruments (example: threatening someone with a pencil)
- Explosives
- Illegal Drugs

Class 5 Felony Contraband includes:

- Inhalants
- Drug paraphernalia
- Alcohol
- Sexually explicit pictures, posters, or books

If you know of contraband being brought into the facility and don't report it you are committing a Class 5 Felony. Appropriate action will be taken including arrest and prosecution.

# Searches

You have the right...

- To be searched in a manner that minimizes embarrassment to you.

A staff person may search you or your possessions to look for contraband, or to protect others. You will be searched after visitation. Staff will search rooms periodically with or without notice, explain the reason for the search and disrupt your personal belongings as little as possible. Strip searches will be conducted in a private setting by an officer of the same sex. There must be a reason to conduct a body cavity search and it must be conducted only by medical staff. Searches will never be conducted as a form of discipline.

# UNIT LIFE

While in Secure Care you will be living in a Housing Unit. Each Housing Unit has an area where you will sleep, an open living area, toilets, showers, and washers/dryers. Every shift there will be Youth Correctional Officers (YCOs) working with you in your housing unit. Your YPO III/Case Manager, Psychology Associate, and YPS/Housing Unit Manager have offices located on the Unit.

# RAC Overview

RAC stands for Reception, Assessment, and Classification. While in RAC, you will have activities to complete for each of these areas.

The assessments you take and the people you speak with in intake are part of the Reception process. We need to make sure we understand how you are feeling and to get basic information about you. As you go through RAC, you will learn about what you can do while you are in ADJC and what things you will need to do to get released to the Community.



While living in RAC, you will take assessments to find out your treatment needs and which housing unit you will be assigned to. These assessments will cover a number of different areas, including education, behavioral health, substance abuse, aggression, and your attitudes towards delinquent behavior. It is important that you are honest and provide correct information on all of the assessments that you are going to take.

## CAPFA ASSESSMENTS

- ✓ Alcohol/drugs
- ✓ Aggression
- ✓ Offense behavior
- ✓ Family
- ✓ Peer relationships
- ✓ Use of free time
- ✓ Employment
- ✓ Attitudes/  
Behaviors
- ✓ Mental Health
- ✓ Medical
- ✓ School  
(Education)
- ✓ Social Skills

## YOUTH CORREC- TIONAL OFFICER (YCO)

Staff responsible for directly monitoring safety and well-being in your housing unit.

# Separation

If you behave in a way that is dangerous to yourself or others, or dangerous to the operation and safety of the facility, or if you violate rules, staff may decide to refer you to Separation Housing Unit.

You will be placed in Separation to regain control of your behavior and emotions and look at what behaviors got you there. Your Housing Unit and Separation Staff will meet with you to help you find ways to handle yourself better when you return to your Housing Unit.

There are times when you need to get away from your Housing Unit. You may be concerned for your own safety; concerned you may get out of control; or that you will be disruptive to staff or others. When this happens, you should ask staff for a self-referral to Separation. You will be provided counseling by Psychology Staff.

## Multi-Disciplinary Team (MDT)

Within a few days of moving out of RAC and into your Housing Unit, the first Multi-disciplinary Team meeting you will attend is called the Initial Case Plan Staffing. At the staffing, all the members of the Multi-Disciplinary Team, including you and your parents or guardians, will develop a Continuous Case Plan for you to work on while you are in Secure Care and in the Community. For example, if you have problems with abusing substances, your plan may include counseling to help you make some changes in that area. At the Initial Case Plan staffing some thought will be given to where you'll be living and what you will be doing when you are released from the facility and return to the Community.



Each month after the Initial Case Plan staffing, there will be a Review Staffing. The Multi-Disciplinary Team will review your progress, document it in the Continuous Case Plan, and make any recommended changes. It is important for you and your family to be involved in your MDT.

The MDT will make recommendations to the Superintendent's Review Board (SRB) on whether you have satisfactorily met the requirements of your Continuous Case Plan. The SRB usually takes place a few weeks before your MRD. The SRB is a panel that reviews the recommendations of the MDT and makes the decision to release you to the Community. If you are turned down, they will identify with you the work that you still have to complete on your Continuous Case Plan and you will have another SRB a few weeks later.

If you have a victim who has registered with ADJC's Victims' Rights Unit, there will be a Victims' Rights Specialist who works with your treatment team to address victim-related issues and concerns.

### THE "FIVE" WAYS TO GO TO SEPARATION

1. Serious and immediate danger to self or others
2. Substantial destruction of property
3. Substantial disruption of facility
4. Serious and continuing escape risk
5. Self referral

### MDT MEMBERS

- ✓ You
- ✓ Parents or Guardians
- ✓ YPS/Housing Unit Manager
- ✓ YCO
- ✓ Psychology Associate
- ✓ YPO III/Case Manager
- ✓ Education Staff
- ✓ Medical and/or Psychiatry Staff
- ✓ Parole Officer, Family Services Coordinator and/or Re-entry Specialist
- ✓ Recreation
- ✓ Others as deemed necessary

# SERVICES

## Health

### You have the right...

- To receive medical care
- To expect your records to be kept confidential and released only when legally authorized.



While in ADJC your medical care will be provided by licensed health care professionals who are qualified to meet your medical and dental needs. During the first week, a medical doctor, physician's assistant, or nurse practitioner will perform a physical exam. You will be afforded the right to privacy during your medical examination and the information you provide the nurse or doctor will become a confidential part of your medical record. You will receive Sexually Transmitted Disease (STD) testing, which includes HIV, if you choose. A medical record about you will be set up that will help the health staff provide care for you.

- Your required immunization (shot) record will be evaluated and you will be given the shots. You will also be given additional shots to protect you from the Flu and Hepatitis.
- A Dentist will examine and x-ray your teeth and gums to ensure that any urgent problems are addressed. Your continuing dental needs will be followed by the dentist.
- You will be given an eye exam to check your vision. If it is found that you need glasses, they will be provided to you.
- The girl's facility (BCS) provides the services of an obstetrician/gynecologist (OB/GYN) as the need arises. Examinations for females include a pap smear, unless you have had one within the past year.

### AMERICANS WITH DISABILI- TIES ACT (ADA)

ADJC does not discriminate on the basis of disability in the operation of its programs, delivery of services, or activities. ADJC complies with the Americans with Disabilities Act (ADA) of 1990.

If you have questions, concerns, complaints, or requests for reasonable accommodations due to a disability or for information contact the ADJC ADA Coordinator at (602) 542-4354

### HEALTH

- ✓ Physical Exam
- ✓ Eye Exam
- ✓ Dental Exam
- ✓ Immunizations
- ✓ OB/GYN

## Sick Call

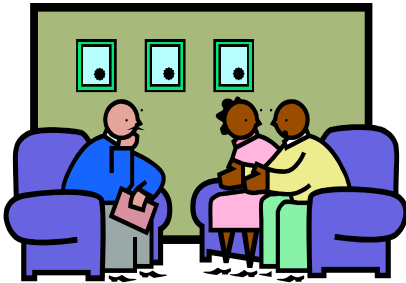
If you are not feeling well or you have a medical problem, you should request a "sick call" from any staff member. You will fill out a Health Care Request Form in private and turn it in to the designated Health Care Staff. Emergencies will receive immediate attention. If you have an emergency and have to be taken to a hospital, the medical staff will call your parent/legal guardian.



## Behavioral Health

The Behavioral Health Department is a very important part of your rehabilitation and treatment throughout your stay at ADJC. This area is made up of Psychiatrists, Psychologists, Psychology Associates, and YPO III/Case Managers. Not only is this team there for you if you need someone to talk to, but will help in developing your Continuous Case Plan and tracking your progress. If you need to speak to someone, contact your YPO III/Case Manager or Psychology Associate who are located in your Housing Unit.

# Treatment



ADJC provides a number of different types of treatment designed to help you make changes in your thinking and behavior. Below is a list of different types of treatment that you may or may not be involved in. Some may be done during daily routine activities, some may be done in groups, some may involve just you and a counselor, and some may involve your family.

**Thinking for a Change** - This can help you with the development of social and problem-solving skills.

**Dialectical Behavioral Therapy (DBT)**- Helps you to take a look at behaviors that have been problems for you and helps to find other ways to deal with them.

**Substance Abuse Treatment** -This program is designed to help you take a look at why you've used substances, and to learn ways to help you stop using when you are back living in the Community.

**Violent Offender Treatment** - If you have some violent offenses in your history, this program will help you to take a look at why you act in that way, and to find other ways to handle yourself rather than resorting to violence.

**Sex Offender Treatment** - This program is designed to help change behaviors of those who have been adjudicated by the court for sex offenses.



# Education/Recreation/Employment

Education will be part of your regular daily schedule. While you are in RAC, Education staff will be going through your school records with you, and you will be taking tests to help us find out what you need from Education. The school day runs Monday through Friday, 6 hours per day. Our semesters run for 11 weeks, with a 2 week break in between semesters.



All of you have different educational needs, and while you are with us, you'll have the opportunity to acquire an 8<sup>th</sup> grade diploma, obtain a GED, earn High School credits, receive College credits, get work experience credits, and gain vocational experience. If you are a student with a disability and need help with schoolwork, we'll provide you with those services.

**IT IS IMPORTANT FOR YOU TO DISPLAY APPROPRIATE CLASSROOM BEHAVIOR AT ALL TIMES.**

## Vocational Experience

While you are in Secure Care you will have opportunities to learn skills you can use to get a job in the future. These may include: Culinary, Carpentry, Computers, Plumbing, Electrical, Janitorial, and Landscaping. If you are interested in working in any of these areas, talk with your Education staff. You may earn educational or vocational credits for participating.

## Physical Education/Recreation

All facilities have recreation areas and you will be able to be involved in a variety of activities, both individual and team. You will get scheduled Recreation every day, and there could be additional opportunities in the evening and on the weekend. The Recreation staff regularly organize competitions between the different Housing Units in all sports and activities.



## EDUCATIONAL OPPORTUNITIES

8th Grade Diploma

GED

High School Credits

College Credits

Work Experience Credits

Vocational Experience

## VOCATIONAL OPPORTUNITIES

Culinary

Carpentry

Computers

Plumbing

Electrical

Janitorial

Landscaping

# Religious Services

## You have the right...

- To practice the religion of your choice. Efforts will be made to provide you access to practice your chosen religion.
- To choose not to participate in religious activities.

ADJC provides religious services. A chaplain is assigned to each facility to provide individual religious counseling and to coordinate religious services for all youth. When you first arrive at a secure facility you will complete a survey to help identify your religious beliefs and history.

You are encouraged to participate in the religious services of your choice. Major religious holidays are celebrated at the secure facilities. If your religion is not included in the services that are offered or you have questions about religious items, please contact the facility chaplain.



## Your Mentor Will

- ✓ Be a role model
- ✓ Listen
- ✓ Provide opportunities to try new things
- ✓ Introduce you to new people, ideas, values, and interests
- ✓ Help you in goal setting and help you reach your goals
- ✓ Give you positive and helpful feedback
- ✓ Encourage independent thinking and action
- ✓ Help you in exploring work and career options

# Mentoring Services

At your request, and with your primary guardian's permission, you may complete an application to be matched with a mentor. ADJC mentors are volunteers from your Community who are trained to help you in your adjustment, progress, and in a variety of ways. You may request a mentor at any time. If you have a religious preference you will be matched with a mentor from your faith Community. If you prefer, Community service organizations also provide mentoring for ADJC youth. At your request, your mentor may also participate in your MDT meetings.



Contact your Volunteer Coordinator, Chaplain, YPOIII/Case Manager, Parole Officer, or Family Services Coordinator for more details and an application.



# Legal Services

## You have the right...

- To file a grievance about anything that you feel is a concern to you without fear of retaliation.
- To appeal decisions on grievances.
- To be treated fairly and with accuracy in any disciplinary situation.
- To be represented in hearings by a Juvenile Ombuds.
- To speak or meet with your attorney in private.

## What is a Juvenile Ombuds?

An Ombuds is a person who helps you solve problems and represents or advises you in hearings. Ombuds work to ensure that everyone is treated fairly. Ombuds mainly help you in two ways:

1. Helps with problems - Anytime you believe you're being treated unfairly or your rights are violated, the Ombuds will help to resolve the problem.
2. Represents you in hearings - An Ombuds will advise and represent you in all ADJC hearings. It is important to remember that Juvenile Ombuds are not lawyers. For legal advice on current charges or other legal actions you should contact your lawyer.

## Hearings

Three main types of hearings occur within ADJC:

1. **Disciplinary Hearings** - Major conduct violations may result in a disciplinary hearing. If the violation is proven by staff at the hearing, you may be placed on Disciplinary status or be required to pay restitution. **Serious acts of misconduct** in a Secure Care facility may result in adult charges. (See list at right.)
2. **Separation Hearings** - You are referred to Separation when they display behavior that presents an immediate risk to self, others, or the safe and orderly operation of the facility. A hearing must be held within 24-hours if you are to remain in separation more than 24-hours.
3. **Parole Revocation Hearings** - If you are on conditional liberty (parole) and you violate any of your conditions, a hearing may be held to determine if your conditional liberty should be revoked.

A serious act of misconduct is one of the following:

- Aggravated assault on staff or juvenile;
- Sexual assault;
- Sexual abuse;
- Kidnapping;
- Arson;
- Escape;
- Rioting;
- Possession of a weapon or dangerous instrument;
- Possession or use of drugs or toxic vapors;
- Deliberate damage to State, staff, or peer property;
- Unlawful assembly;
- Promoting Secure Care facility contraband ;
- Participating in or assisting a criminal syndicate; leading or participating in a criminal street gang and
- Tampering with, or possession of, a security device.

## JUVENILE OMBUDS

An Ombuds is a person who helps you solve problems and represents you in hearings



# What is a Grievance?

A grievance is a formal complaint regarding a condition, circumstance, or action considered to be unjust. ADJC encourages informal verbal resolution of these problems with the appropriate person. However, if the informal process is not working or if you prefer not to address the issue informally, you may file a grievance.

To help you complete the Juvenile Grievance form, contact the Juvenile Ombuds at your facility. There is also a trained youth in your unit, called a Juvenile Grievance Coordinator, who can help you. After your Juvenile Ombuds reviews your grievance, it will be sent to the appropriate staff so the problem can be solved.

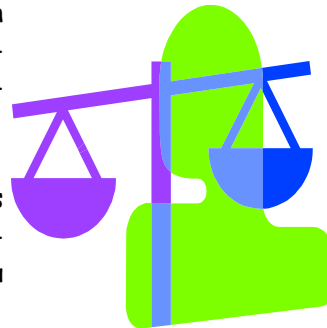
You must not take matters into your own hands; instead you must allow the grievance system to work for you to fix the issue.

# Restorative Justice

Restorative Justice is about repairing the harm that has been done as a result of crime. This means that you have a responsibility to make things right for the victim(s), the Community, and yourself.

At ADJC, victims' rights are honored and respected. Victims are welcome to participate in your hearings, and their concerns will also be addressed in your Continuous Case Plan. You will be expected to:

- Understand the impact of your offense on the victim and the Community;
- Take part in your treatment and take it seriously;
- Follow all court orders that apply;
- Complete work hours that are of value to the victim, the Community, and you;
- Work toward the repayment of restitution.



## GRIEVANCE

A formal complaint regarding a condition, circumstance or action considered by the person grieving to be unjust.

## RESTORATIVE JUSTICE

Is about repairing the harm that has been done to the victim, the Community and yourself as a result of crime.

## RESTITUTION

A court order to repay the victim of a crime for lost damage or injury.

# Community

When you are released from Secure Care to the Community you go on what is called Conditional Liberty or Parole status. Parole (or Community) staff will help you with your treatment, educational, vocational, and daily living needs.

A Parole Officer will be assigned to you based on where you live. You will meet your Parole Officer (PO) while you are in Secure Care. Your PO will work with your YPO III/Case Manager and Psychology Associate in developing your Continuous Case Plan. Your Continuous Case Plan will be your guide of what you will need to work on in Secure Care and the Community.

## Community Resource Centers



The Parole Offices in Maricopa and Pima Counties are called Community Resource Centers. These Centers provide services to you and your family through Parole Officers, Family Service Coordinators, Vocational Rehabilitation Counselors, Teachers, and other Community development partners. Classes are provided in the Resource Center for you to work on your education.

If you are from Cochise, Mohave, Pinal or Yuma counties your Parole Officer and a Re-Entry Specialist will coordinate services that will help you meet your needs as identified in your Continuous Case Plan.

In the remaining counties your Parole Officer will work with local service providers to set up services that will help you meet your needs identified in your Continuous Plan.

## Discharge

Discharge means that you are no longer supervised by ADJC staff. You may earn a Discharge by successfully completing all the requirements of your Continuous Case Plan.

Any of your victims registered with ADJC will be notified of the Discharge Request and have the right to provide input to the Hearing Officer considering the request for Discharge.

You may apply to the Juvenile Court for the destruction of juvenile court records if you have received a successful discharge from ADJC.

### PAROLE OFFICER

The “Go to Person” in the Community.

## COMMUNITY RESOURCE CENTERS AND RURAL PAROLE OFFICES

### **Apache County**

50 West Cleveland, St. Johns, AZ 85936  
PO Box 100, St. Johns, AZ 85936  
Phone (928) 337-7549

### **Cochise County**

999 East Fry Blvd., #215, Sierra Vista, AZ 85635  
Phone (520) 459-6369

### **Coconino County**

1001 East Sawmill Road, Flagstaff, AZ 86001  
Phone (928) 226-5430

### **Gila, Graham, Greenlee Counties**

1970 Thatcher Blvd., Suite 12  
Safford, AZ 85546  
Phone (928) 348-1613

### **Interstate Compact Statewide**

1122 N. 7th Street, Suite 215  
Phoenix, AZ 85006  
Phone (602) 462-5880

### **La Paz/Western Mohave Counties**

Lake Havasu City Office  
2360 McCulloch Blvd.  
Lake Havasu City, AZ 86405  
Phone (928) 680-5409

### **Mesa Community Resource Center Maricopa County**

555 W. Iron, #104, Mesa, AZ 85210  
Phone (480) 844-7164

### **Mohave County**

Kingman Office  
519 E. Beale Street, Suite 160  
Kingman, AZ 86401  
Phone (928) 718-1336

Bullhead City Office  
1700 Lakeside Drive #8  
Bullhead City, AZ 86442  
Phone (928) 758-5275

### **Navajo County**

c/o Arizona Department of Juvenile Corrections  
1746 E. White Mountain Blvd., Suite 2  
Pinetop, AZ 85935  
Phone (928) 367-2589



### **Northwest Community Resource Center Maricopa County**

2802 N. 37th Avenue, Phoenix, AZ 85009  
Phone (602) 233-1667

### **Pinal County**

820 East Cottonwood, Bldg. F  
Casa Grande, AZ 85222  
Phone (520) 866-7720

### **Santa Cruz County**

2745 N. Grand Avenue  
Nogales, AZ 85621  
Phone (520) 281-9828

### **South Community Resource Center Maricopa County**

1122 N. 7th Street, Suite 250  
Phoenix, AZ 85006  
Phone (602) 462-0941

### **Tucson Parole and Community Resource Center Pima County**

151 S. Tucson Blvd., Tucson, AZ 85716  
Phone (520) 324-0610

### **Yavapai County**

122 North Cortez, #302  
Prescott, AZ 86301  
Phone (928) 776-4535

### **Yuma County**

2440 W. 28th Street, Yuma, AZ 85634  
Phone (928) 314-1862 or 1863